



**Submit to:**  
322 Student Union  
Stillwater, Oklahoma 74078-1013  
405-744-6876, Fax 405-744-8426  
registrar@okstate.edu

FACULTY/STAFF TUITION AND FEE WAIVER REQUEST

**Full-time\* members of the faculty and staff** who enroll in standard OSU credit courses may receive a waiver of half the tuition on these courses and a waiver of specified fees according to OSU Policies 2-0108 and 3-0744. For full-time faculty and staff members who enroll in NOC-Stillwater courses, specified fees as stated in these policies may be waived but no tuition is waived. If appropriate approvals are obtained and this form is received in the Registrar's Office prior to the beginning of the applicable term, these waivers will be applied. If the waiver is requested for only one course or for no more than five credit hours, only the department head's approval is required on this form. For more than one course or more than five credit hours, approval is also required from the employee's dean, if applicable, and vice president. Complete policy information is available at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>.

To receive any waiver of fees, the 100% time active status employee must submit this completed Faculty/Staff Fee Waiver Request form to the Office of the Registrar **prior to the beginning of** the applicable term. If the form is not on file prior to the beginning of the term, the employee-student will **not** be granted the waiver of fees.

Some courses taught through correspondence study, extension and outreach are excluded. For more information, contact the department offering the courses to determine whether the tuition waiver applies. This waiver applies only to OSU and NOC-Stillwater courses. Courses offered by other institutions are not covered.

*\*Only permanent full-time (100%) employees are eligible. For faculty, this is defined as a "tenure track" appointment. Faculty/Staff attending classes may not receive a fee waiver and purchase an All Sports Ticket. Individuals may receive only one of these two benefits.*

Employment Classification:  Non-exempt  Exempt  Faculty

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Percentage Employed: \_\_\_\_\_ Immigration Status (for International Faculty/Staff): \_\_\_\_\_

**OSU Courses:** I am enrolled in \_\_\_\_\_ OSU course(s) for a total of \_\_\_\_\_ semester hours for the \_\_\_\_\_ semester and am requesting the appropriate tuition and fee waivers.

**NOC-Stillwater Courses:** I am enrolled in \_\_\_\_\_ NOC-Stillwater course(s) for a total of \_\_\_\_\_ semester hours for the \_\_\_\_\_ semester and am requesting the appropriate fee waiver.

Appropriate approval as required by policy

\_\_\_\_\_  
Student ID Director/Department Head Signature Date

\_\_\_\_\_  
Student Signature Date Dean Signature (if more than one course or five credit hours) Date

\_\_\_\_\_  
Student's Printed Name Vice President Signature (if more than one course or five credit hours) Date

If you have questions concerning the Faculty/Staff Fee waiver, please contact Academic Affairs, 101 Whitehurst, 405-744-5627.